

Program B: Management and Finance

Program Authorization: R.S. 25; R.S. 36:201; R.S. 38:2351; R.S. 56:1801

PROGRAM DESCRIPTION

There are seven offices within the Department of Culture, Recreation and Tourism. Each has unique support service needs. The mission of the Management and Finance Program is to direct the functions of human resources, fiscal and information services for these offices and for the Office of the Lieutenant Governor in order to support these agencies in the accomplishment of their stated goals and objectives. The program goal is to provide the highest quality of fiscal, human resources, and information technology services to, and enhance communications with the offices within the department and with the Office of Lieutenant Governor to ensure compliance with legislative mandates and increase efficiency and productivity. This program consists of one activity, Management and Finance.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget for FY 2000-01. Supplementary funding will be applied to efforts external to the program and will have no program performance impact. Specific information on program funding is presented in the financial sections that follow performance tables

1. (KEY) Ensure that all programs in the Department of Culture, Recreation and Tourism are provided support services to accomplish all of their program objectives.

Strategic Link: Through 2003, maximize human resource capital, enhance information technology, and ensure fiscal reliability of the Department and the Office of the Lieutenant Governor.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Objectives not accomplished due to failure of support services	Not applicable ¹	0	Not applicable ¹	Not applicable ¹	0	0
K	Number of repeat audit findings reported by legislative auditors	Not applicable ¹	0	0	0	0	0
S	Number of employees in supported organization	Not applicable ¹	662	662	666	672	665
S	Total value of assets managed (fixed and moveable) in millions	Not applicable ¹	47.5	49.9	49.9	52.0	51.0
S	Number of personnel in supported agency per support services person ²	Not applicable ¹	Not available	Not applicable ¹	Not applicable ¹	32.7	31.9

¹ The indicator was not adopted as a standard in the fiscal year indicated by the column heading.

² Previously there was a similar indicator for this program. That indicator did not include temporary workers in the number of personnel in the supported agency. For many of the array of services provided by this program, temporary workers require as much or more effort than full time workers. Including temporary workers provides a more accurate assessment of the work load of this program.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$1,530,500	\$1,747,115	\$1,997,115	\$1,893,112	\$1,871,874	(\$125,241)
STATE GENERAL FUND BY:						
Interagency Transfers	169,800	172,050	172,050	172,050	172,050	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$1,700,300	\$1,919,165	\$2,169,165	\$2,065,162	\$2,043,924	(\$125,241)
EXPENDITURES & REQUEST:						
Salaries	\$892,944	\$1,071,492	\$1,071,492	\$1,156,522	\$1,146,877	\$75,385
Other Compensation	81,172	38,542	38,542	38,542	38,542	0
Related Benefits	190,521	238,540	238,540	252,301	249,529	10,989
Total Operating Expenses	83,462	132,829	132,829	138,994	130,645	(2,184)
Professional Services	9,684	0	0	0	0	0
Total Other Charges	411,575	407,272	657,272	410,461	411,724	(245,548)
Total Acq. & Major Repairs	30,942	30,490	30,490	68,342	66,607	36,117
TOTAL EXPENDITURES AND REQUEST	\$1,700,300	\$1,919,165	\$2,169,165	\$2,065,162	\$2,043,924	(\$125,241)
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	29	30	30	30	30	0
Unclassified	1	1	1	1	1	0
TOTAL	30	31	31	31	31	0

The Total Recommended amount above includes \$300,000 of supplementary recommendations for one-third of the operating cost of the Alexandria Zoo payable out of revenue generated from a new revenue source.

This item is contingent upon Revenue Sources in excess of the Official Revenue Estimating Conference Forecast subject to Legislative approval and recognition by the Revenue Estimating Conference.

SOURCE OF FUNDING

This program is funded with General Fund and Interagency Transfers. The Interagency Transfers are from the Lieutenant Governor's Office for administration costs associated with processing federal grant records and administrative services and the Office of Tourism for administrative services such as accounting, purchasing, personnel, etc.

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$1,747,115	\$1,919,165	31	ACT 10 FISCAL YEAR 1999-2000
			BA-7 TRANSACTIONS:
\$250,000	\$250,000	0	Carry forward for Phase II of the River Oaks Square Arts Center in Alexandria
\$1,997,115	\$2,169,165	31	EXISTING OPERATING BUDGET – December 3, 1999
\$38,769	\$38,769	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$22,304	\$22,304	0	Classified State Employees Merit Increases for FY 2000-2001
(\$2,184)	(\$2,184)	0	Risk Management Adjustment
\$4,841	\$4,841	0	Acquisitions & Major Repairs
(\$30,490)	(\$30,490)	0	Non-Recurring Acquisitions & Major Repairs
(\$250,000)	(\$250,000)	0	Non-Recurring Carry Forwards for the final payment for Phase II of the River Oaks Square Arts Center in Alexandria
\$2,178	\$2,178	0	Legislative Auditor Fees
\$1,011	\$1,011	0	UPS Fees
\$29,975	\$29,975	0	Salary Base Adjustment
(\$26,284)	(\$26,284)	0	Attrition Adjustment
\$1,263	\$1,263	0	Civil Service Fees
\$8,942	\$8,942	0	Other Adjustments - Civil Service Adjustment for Human Resources Positions
\$10,933	\$10,933	0	Other Adjustments - Civil Service Adjustment for ISIS Positions
\$42,400	\$42,400	0	Other Adjustments - ISIS-HR Network System Assistance
\$12,834	\$12,834	0	Other Adjustments - ISIS-HR Statewide TCP/IP printers
\$8,267	\$8,267	0	Other Adjustments - Implement Y2K e-mail and client licenses
\$1,871,874	\$2,043,924	31	TOTAL RECOMMENDED
(\$300,000)	(\$300,000)	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$1,571,874	\$1,743,924	31	BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL

			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$300,000	\$300,000	0	Provides for 1/3 of the operating cost of the Alexandria Zoo
\$300,000	\$300,000	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$1,871,874	\$2,043,924	31	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 94.2% of the existing operating budget. It represents 86.3% of the total request (\$2,369,074) for this program. The 5.8% decrease from the existing operating budget is primarily due to non-recurring acquisitions and major repairs and attrition adjustment. The agency does not have any positions that have been vacant for 1 year or more.

PROFESSIONAL SERVICES

This program does not have funding for Professional Services for Fiscal Year 2000-2001.

OTHER CHARGES

\$22,422	One position and associated expenses for administrative costs of processing the grants awarded via the Lt. Governor's office.
\$300,000	One-third of the operating costs of the Alexandria Zoo.
\$46,163	Legislative Auditor
\$13,982	Information Services Division for computer training, ISIS line maintenance and operational fees for all agencies within the Department of Culture, Recreation and Tourism.

\$382,567 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$4,153	Department of Civil Service for administrative costs of personnel services
\$265	Division of Administration for administrative costs of CPTP
\$9,473	Division of Administration for UPS
\$15,000	Attorney General for representing the Department on legal matters
\$266	Division of Administration for mail services

\$29,157 SUB-TOTAL INTERAGENCY TRANSFERS

\$411,724 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$8,267	Client licenses for the computers
\$12,834	ISIS-HR Statewide TCP/IP Printers, etc.
\$42,400	ISIS-HR Statewide Network System Assistance
\$3,106	LCR Multimedia Projector and projection screen
\$66,607	TOTAL ACQUISITIONS AND MAJOR REPAIRS